

Preparing Documentation

The main purpose to writing down all source information is so that you or anyone else could do your research again and prove everything that you write in your paper. Therefore, it is important to **write down all of the source information** so that someone (anyone) could do this. When writing papers for English class, a certain format for writing down this information is used. **The Modern Language Association of America (MLA) designs this format and when using this format, certain agreed upon procedures must be put into practice when writing down sources.**¹ Before beginning to write anything in the paper itself, you must keep track of your sources on bibliography cards. You will keep track of the information you get from these sources on note cards. The following information is from the *MLA Handbook for Writers of Research Papers* – Seventh Edition.

Recording Essential Publication Information (MLA 1.5.3)

Below you will find the ways to record bibliography cards for certain kinds of sources. The information to be recorded depends on the kind of source used. The following are typical examples of citations for a book, a newspaper or magazine article, and an Internet source; however, the sources you encounter might require more information.

The below list show most of the possible components of each type of reference entry and the order in which they are normally arranged. An asterisk (*) is placed next to the most common components used.

Information sources fall into four general categories:

I. CITING PERIODICAL PRINT PUBLICATIONS

A periodical is a publication that comes out every certain period of time, such as a magazine (weekly, monthly, etc.), newspaper, or scholarly journal.²

ARTICLE IN A SCHOLARLY JOURNAL (MLA 5.4.2)

For additional information on the distinction between magazines and newspapers and scholarly journals, see MLA 5.4.1.

1. Author's name
2. Title of article (in quotation marks)
3. Title of journal (italicized)
4. Series number or name (if relevant; see 5.4.4)
5. Volume number
6. Issue number³
7. Date of publication (for a scholarly journal, the year; for other periodicals, the day, month, and year, as available)
8. Inclusive⁴ page numbers of the article
9. Medium of publication consulted (Print)
10. Supplementary information (see esp. 5.4.12)

¹ There are other ways to write research papers, such as APA, AMA, Turabian and Chicago, but the MLA format is used in most subjects that concern the arts, literature and the humanities in high school and college.

² Scholarly journals are like magazines but contain articles on specific academic fields written by noted scholars or professionals in the areas covered. An example of such a scholarly journal would be *Modern Fiction Studies* or *American Economic Review*. In science, these are called "peer-reviewed" journals as for a study to be published, it must be assessed by a panel of the academic's peers.

³ Sometimes scholarly journals use both volume and issue numbers, sometimes they will use only one or the other. Please note that this is used only when using a scholarly journal as a source, not a popular newspaper or magazine. See <http://www.library.cornell.edu/olinuris/ref/research/skill20.html> for more help distinguishing between the two.

⁴ "Inclusive page numbers": Give the second number in full for numbers through ninety-nine. E.g.: 2-3; 10-12; 21-48; 89-99. For larger numbers, give only the last two digits of the second number, unless more are necessary. E.g.: 96-101; 103-04; 395-401; 1,003-05; 1,608-774 (*MLA Handbook*, 3.5.6). The inclusive page numbers should encompass the complete article, including the first and last pages. A hyphen must go between the page numbers with no spaces in between. If the article is not on consecutive pages, write only the first page number and a plus sign, leaving no intervening space.

In the works cited, the citation will look like this:

Last name, First name. "Title of the Article." *Title of the Journal* Volume.Issue (Year of Publication):
Page Numbers. Print.

Example:

Frey, Nancy and Douglas Fisher. "Using Graphic Novels,
Anime, and the Internet in an Urban High School."
English Journal 93 (2004): 19-25. Print.

ARTICLE IN A NEWSPAPER (MLA 5.4.5)

The *MLA Handbook* instructs, "[t]o cite an English-language newspaper, give the name as it appears on the masthead but omit any introductory article (*New York Times*, not *The New York Times*). Retain articles before the names of non-English language newspapers (*Le monde*)" (141). It goes on to explain that one must include the city name in any newspapers that do not have it in the title, e.g. "*Star-Ledger* [Newark]" (141). Follow date abbreviations as given in MLA 7.2, and copy pagination exactly, as in A1, C5, etc.

1. Author's name
2. Title of article
3. Title of periodical
4. Date of publication (specific to the day if periodical comes out daily, to the week if is weekly, to the month if monthly, etc.)
5. Inclusive page numbers of the article
6. Medium of publication (Print)

Do not give the volume and issue number even if they are listed.

Last name, First name. "Article Title." *Title of the Newspaper or Magazine* Date of the Publication:
Page numbers. Print.

NEWSPAPER (MLA 5.7.5)

Bernstein, Fred A. "In My Backyard, Please: The
Infrastructure Beautiful Movement." *New York Times*
27 Feb. 2005: D15. Print.

ARTICLE IN A MAGAZINE (MLA 5.7.6)

Meis, Morgan. "Devil's Work: Secret Doings at the Queens
Museum of Art." *Harper's* Apr. 2004: 77+. Print.

Goodyear, Dana. "Hotel California." *New Yorker* 7 Feb.
2005: 68-73. Print.

*See MLA 5.4.7 A Review, 5.4.9 An Anonymous Article, 5.4.10 Editorial for other types of print periodical citation information.

⁵ Please note that there is no period after the magazine/newspaper title as there is in the book recording.

II. CITING NONPERIODICAL PRINT PUBLICATIONS

This includes fiction and nonfiction books, pamphlets and dissertations⁶, and reference books such as encyclopedias or art catalogues.

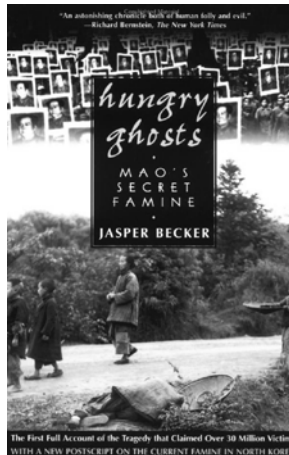
BOOK (MLA 5.6)

1. Author's full name (last name first)*. If no author, editor, compiler, or translator.
2. Full title (including any subtitle, italicized)*
3. Name of editor, translator, or compiler
4. Edition (if the book is a second or later numbered edition or a revised edition)
5. Number of the volume and the total number of volumes (if the book is a multivolume work)
6. Name of series
7. City of publication*
8. Shortened form of publisher's name (publishing company or Pub Co in examples) (see 7.5 of *MLA Handbook* for more information)*
9. Year of publication (use the latest copyright date listed)*
10. Page numbers used in source (if book contains many different works, e.g. an anthology)
11. Medium of publication consulted (Print)*

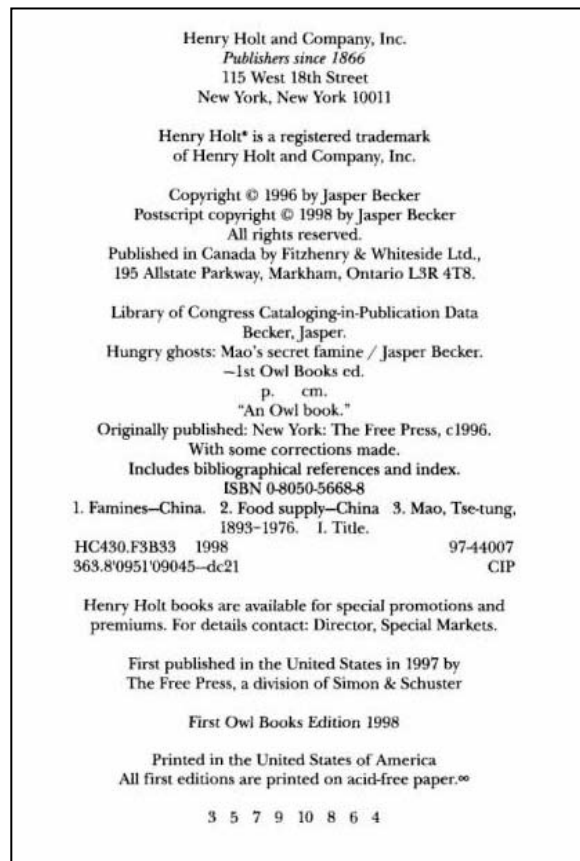
II. CITING BOOKS AND OTHER NON PERIODICAL PUBLICATIONS continued (MLA 5.5)

5.6.1 "The Basic Entry": BOOK with one author:

Last name, First name. *Title of the Book*. Place of Publication: Pub Co, Copyright Year. Medium of Publication.



Becker, Jasper. *Hungry Ghosts: Mao's Secret Famine*. New York: Holt, 1998. Print.



⁶ A dissertation is a long research paper or thesis usually written by a doctoral candidate at a university. These are often housed at the university when the candidate delivers their project or graduates.

5.6.4 A **BOOK** with Two or More Authors:

Give names in same order as on the title page—not necessarily in alphabetical order. Reverse only the name of the first author listed and list all names in full, even if the authors have the same last name.

Last name, First name and First name Last name. *Title of the Book*. Place of Publication: Pub Co, Copyright Year. Medium of Publication.

Rand, Ann and Paul Rand. *Sparkle and Spin: A Book About Words*. New York: Abrams, 1991. Print.

A **BOOK** with No Author, Multiple Editors (more than three), Multiple dates, Published in a Subsequent Edition.

Title of the Book. Editors, et. al. Edition. Place of Publication: Pub Co, Year of Most Recent Publication. Medium of Publication.

New Oxford Annotated New Revised Standard Version Bible with the Apocrypha. Ed. Michael D. Coogan, et. al. 3rd ed. New York: Oxford, 2001. Print.

III. CITING WEB PUBLICATIONS (MLA 5.6)

In many ways, citing a web document is similar to citing that same document in its print form. However, because electronic texts can be updated easily and at irregular intervals, it is important to note the date of access when citing web sources (Gibaldi 181). In the 7th edition of the MLA Handbook, it is no longer necessary to cite the URL (or uniform resource locator) of an electronic resource as many people can now access sources of interest by performing a search using the title or author.

NONPERIODICAL WEB PUBLICATION (MLA 5.6.2.b)

Document a nonperiodical, web-based publication the way that you would a book, but add the date of access.

1. Author's name (if given). If only an editor, compiler, or a translator is identified, cite that person's name, followed by the appropriate abbreviation (ed., comp., trans.)
2. Title of work (italicized; in roman type and quotation marks if the work is part of a larger work—see MLA 3.6.2-3)
3. Title of the overall Web site (italicized), if distinct from item 2
4. Edition, release, or version (if available) (see 5.5.13)
5. Place of publication
6. Name of publisher; if #5 & 6 not available, use N.p.
7. Date of publication (day, month, and year, as available); if nothing is available, use n.d.)
8. Medium of publication (Web)
9. Date of access (day, month, and year)

If you cannot find some of this information, cite what is available.

Each item is followed by a period except the publisher or sponsor, which is followed by a comma.

Last name, First name. "Title of work." Title of overall website. Editors' names. City of publication: publisher, Date of publication. Medium of publication. Date of access.

Yager, Susan, narr. "The Former Age." By Geoffrey Chaucer.
Chaucer Metapage. Ed. Mark E. Allen et. Al. Raleigh: U of
North Carolina, 13 Feb. 2007. Web. 30 Nov. 2007.

WORK ON THE WEB CITED WITH PRINT PUBLICATION DATA (MLA 5.6.2.c)

Instead of concluding with "Print" as the medium of publication, record the following information in sequence:

1. Title of the database or Web site (italicized) (e.g. Questia)
2. Medium of publication consulted (Web)
3. Date of access (day, month, and year)

IV. CITING ADDITIONAL COMMON SOURCES (MLA 5.7)

Miscellaneous Print and Nonprint Sources

This includes sound and video recordings such as tapes, CDs, or films. Many libraries also have access to such sources as unpublished writings such as manuscripts, drafts, private letters, etc.

FILM OR VIDEO RECORDING

1. Title
2. Director
3. Distributor
4. Year of release
5. Other "pertinent"⁷ data: names of the writer, performers, and producer. These go between the title and the distributor
6. Medium of publication

Title. Dir. Name. Perf. Actors' names. Distributor, Year of release. Medium.

Cite a videocassette, DVD (digital videodisc), slide program, or filmstrip, but include the original release date (if relevant).

The Sorrow and the Pity. Dir. Marcel Ophuls. 1972.
Image, 2001. DVD.

If you are using the source because of the contribution of a particular individual, begin with that person's name.

Kurosawa, Akira, dir. *Dreams*. Perf. Akira Terao and Martin
Scorsese. Warner, 1990. DVD.

⁷ Logically relevant or seems like it fits because of why the source is being used.

AN INTERVIEW

For the purposes of looking at sources, there are three types of interviews:

1. Published or recorded interviews
2. Interviews broadcast on television or radio
3. Interviews conducted by the researcher

If the interview is part of a publication, recording, or program, enclose the title of the interview, if any, in quotation marks; if the interview was published independently, italicize the title. If the interview was untitled, used the label *Interview*, neither underlined nor enclosed in quotation marks. The interviewer's name may be added if known and pertinent to the research. Conclude with the appropriate source information for wherever the interview came from (Gibaldi 201).

RECORDED INTERVIEW

Spiegelman, Vladek. Interview with Art Spiegelman. *The Complete MAUS*. Art Spiegelman. New York: Voyager, 1994. CD-ROM.

Wolfe, Tom. Interview. *The Wrong Stuff: American Architecture*. Dir. Tom Bettag. Carousel, 1983. Videocassette.

CARTOON OR COMIC STRIP

State the artist's name; the title of the cartoon or comic strip (if any), in quotation marks; and the descriptive label Cartoon or Comic strip, neither underlined nor enclosed in quotation marks. Conclude with the usual publication information.

Chast, Roz. Cartoon. *New Yorker* 4 Feb. 2002: 53. Print.

Your best resource for looking up particulars on citations, formatting, and all things MLA is the MLA Handbook for Writers of Research Papers, 7th Edition, issued by the Modern Language Association.

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